

Applications for routine maintenance and repair are often **approved in just minutes** at our reception counter.

About 65% of all applications received by OHP are eligible for administrative approval and do not require HDRC action

Project approval may be easier than you think!

How do I know if I need to apply?

A Certificate of Appropriateness is required for any **exterior** repairs, alterations, signage, demolition, or new construction when:

- The property is located in one of the City's 31 local **historic districts (H)**
- The property is designated as a local **historic landmark (HS)**
- The property is located in one of the seven **River Improvement Overlay (RIO) districts**
- The property is located in a **Mission Protection Overlay (MPOD) district**
- The property is located in the **Downtown Business District (D)**
- Your project impacts **public property**, City parks, or dedicated public right-of-way

I have a COA - now what?

OHP staff will issue your COA by email or paper copy upon request. COAs may be presented to City staff for related permitting and **must remain posted on the job site** at all times.

An OHP Guide to

Repairing or Altering Your Historic Property

This guide provides information to historic property owners interested in maintaining or altering exteriors.

Use this guide to:

- Learn how to apply for a **Certificate of Appropriateness (COA)**
- Determine whether your application might be approved **administratively** or will be reviewed by the **Historic and Design Review Commission (HDRC)**
- Make sure you have all **documentation and forms** necessary for your application



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CITY OF SAN ANTONIO
OFFICE OF HISTORIC PRESERVATION

WHY DO I NEED A CERTIFICATE OF APPROPRIATENESS?

In short, OHP’s goal is to help San Antonians protect our city’s unique historic structures.

The city’s Unified Development Code (UDC) requires written approval - a Certificate of Appropriateness - from OHP staff or the Historic and Design Review Commission (HDRC) before taking actions that affect certain properties in city limits.

ADMINISTRATIVE APPROVAL

Some **minor repairs and alterations**, such as repainting exteriors and some **small additions** may be approved by OHP’s dedicated staff without further review by the HDRC. Eligible items may include:

- Repairs using the same materials
- Repainting using the same colors or colors consistent with historic characteristics
- Re-roofing using the same type and color of material.

These projects can also be approved and building permits obtained within minutes when you complete an application in person.

HDRC REVIEW

Projects with **larger scopes** such as changes in materials, additions, new construction, or demolition of historic structures require review by the HDRC. **The HDRC meets the first and third Wednesday of each month.** If you think your project might require HDRC review, then we recommend you visit our website and click on the “Design Review” tab to learn more about the process and identify your OHP case manager.

ONLINE APPLICATION PORTAL

Most COA requests can be submitted through our online application portal. Required documentation such as photos and drawings can be uploaded directly to the portal from your home computer, tablet, or smart phone. After you successfully submit your application, you will receive an email from OHP staff with next steps. Visit the portal at:

bit.ly/ohpportal

VISIT US IN PERSON!

OHP staff is available during normal business hours (7:45 am - 4:30 pm, M - F) to assist you with the application process. Please be sure to bring **required documentation** such as current photos, drawings, and other project details. Visit our counter to complete an application in person at:

1901 S Alamo St

Application fees

COA application	
Commercial.....	\$100.00
Residential.....	Free
Signage Application	\$100.00
Demolition Application	
Commercial.....	\$100.00
Residential.....	\$50.00

There is a \$500.00 application fee for those who begin work before receiving a Certificate of Appropriateness.